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Tab K-3

#### FUNCTIONS

##### Language and External Training School

The Chief, Language and External Training School, under the general direction of the Director, shall:

1. Develop, coordinate and conduct:
  - a. Basic and intermediate courses in foreign languages, both spoken and written.
  - b. Basic and intermediate courses in the political, geographic, economic and sociological aspects of foreign areas having particular significance to the Agency.
2. Arrange for and supervise all advanced and specialized training provided to Agency staff personnel at appropriate external facilities, public and private.
3. Provide guidance and advice to Agency components and individuals in connection with self study and other training problems in the fields of language and area knowledge.
4. Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses and training results.
5. Maintain a language laboratory equipped with audio and visual aids for use in support of language courses.

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